

Position Description



Position Title	Pool Attendant
Department	Operations
Reports to	Coordinator Community Facilities
Grade	6
Date reviewed	August 2020

Primary Purpose

The Pool Attendant will fulfil Council's need to operate Council swimming pools effectively and efficiently for the safe enjoyment of Snowy Monaro Regional Council visitors and residents.






The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Facilitate the operation of Council's swimming pools effectively and efficiently for the safe enjoyment of the facilities by all customers.
- Undertake routine operations and maintenance of Aquatic facilities, pool equipment and safety.
- Monitor and document water quality and temperature, correct or escalate to supervisor as required.
- Prepare and set up the facility as required, including cleaning of pools, amenities, and surrounding grounds/facilities.
- Be available for relief work at all Council operated pools as required.
- Process entries, memberships, and light kiosk sales. Reconcile daily cash sales.
- Complete operational documentation relevant to the position.
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions.
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions.

The employee is required to undertake any other duties, projects or tasks as directed by the Coordinator Community Facilities, which are within his/her skills, competence and training.

Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Intermediate
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Foundational

Essential Criteria

- Lifeguard Certification including the following (or willingness to gain):
 - Current Senior First Aid certificate recognised by the WorkCover Authority,
 - Current Provide CPR certificate recognised by the WorkCover Authority.
- Good public relations and customer service skills
- Experience in public pool supervision, management, operation and water testing
- Understanding and commitment to workplace health and safety practices and principles
- Current Working With Children Check
- Current NSW Class C Drivers licence

Desirable Criteria

1. Basic knowledge and understanding of maintenance and minor repairs to buildings, lawns, gardens, pumps and other plant associated with public swimming pools.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date